

Kalamazoo Area Building Authority (KABA)

Office Manager

KABA processes Building and Sub-Trade permits and schedules project inspections for local jurisdictions. We are seeking a motivated and multi-talented individual to join our team as Office Manager. Responsibilities include oversight of internal office processes and customer service. Please see complete position description at [www.kaba-mi.org](http://www.kaba-mi.org). KABA is an equal opportunity employer.

Submit resumes to the attention of Executive Director Edward Hellwege, KABA, PO Box 292, Oshtemo, MI 49077, or via email to: [ehellwege@kaba-mi.org](mailto:ehellwege@kaba-mi.org).

Submission deadline is Friday, October 9, 2015.